

**Obligation
Instruction Form
for Extended
CBS Downtimes**

NOAA Obligation Entry Form if CBS is unavailable

Purpose: The purpose is to track obligation amounts while the Commerce Business System (CBS) is unavailable in the event of a shutdown. This will allow for obligation amounts to be tracked and Funds Control to be maintained during extended periods of CBS unavailability.

Attached is the NOAA Obligation tracking form for use during a government shutdown or other times when the Commerce Business System (CBS) is unavailable for an extended period. The NOAA Budget Execution and Operations Division (BEX) will be providing funds control and obligation tracking during any such event. The procedure to check funds control during periods of CBS unavailability will be to request clearance from NOAA BEX to ensure obligations can be approved.

The form should be signed by the Requestor and Line/Staff Office Approving Official as appropriate and available, based on there excepted status. All requests must have a Requestor and an Approving Official signature.

To check for Funds Control please forward your request via email with the following information, Fund Code, Program Code 1-4, Project Code (required for reimbursable amounts only), FMC, and dollar amount to; Thomas F. Santymire at thomas.f.santymire@noaa.gov or call 202-482-2074; with a copy to Stephen L. Smith at stephen.l.smith@noaa.gov or 202-482-3939.

After the document is approved/obligated the obligating document and attached spreadsheet must be forwarded to the NOAA Budget Office with the proper accounting code to ensure that all obligations are tracked and recorded once CBS is available.

Estimated Labor costs will be tracked centrally by NOAA Budget Execution Office.

Tracking of Resources:

To properly track the status of resources the completed form and required dodcumentsion should be forwarded to Stephen L. Smith of the NOAA BEX Office. The e-mail address is "**stephen.l.smith@noaa.gov**" and work phone number is 202-482-3939, and cell phone number is 202-365-5343.

NOAA
Manual Record of Obligation

Requestor's Name: _____

Authorizing Official's Name: _____

Requisition Number: _____

Award Number: _____

Requestor's Signature: _____

Authorizing Official's Signature: _____

Date: _____

							Accounting Code Information								
Vendor Name	Line Item #	Description (per line item)	Quantity	Unit Issue	Unit Price	Total Amount	Bureau Code	Fund	FCFY	Program Code (P1-P4)	Project.Task	Organization	Object Class	Distribution Percentage	Amount

NOAA Budget Office Approval: _____

Date: _____

**Obligation
Instruction Form
for Extended
CBS Downtimes**

Major Object Class Categories	Object Class Categories	Object Class & Description
1 Labor	11xx Labor	11-00- PERSONNEL COMPENSATION (FMD USE ONLY)
	The purpose of this spreadsheet is to track obligation amounts in the event of the Commerce Business System (CBS) is unavailable. This will allow for obligation amounts to be tracked and Funds Control to be maintained during extended periods of CBS unavailability.	11-05- EMPLOYEE INDEBTEDNESS - ABCO
		11-10- FULL-TIME PERMANENT
		11-11- PERS COMP FTP NOAA CORPS OFFICERS
		11-12- PERS COMP FTP GS, GM, SES
		11-13- PERS COMP FTP WAGE SCHEDULE & WAGE BOARD
		11-14- PERS COMP FTP WAGE MARINE
		11-15- EMPLOYEE TIME OFF AWARD
		11-16- SUBS AND QUARTERS-NOAA CORPS OFF ONLY
		11-17- VAR HOUSING ALLOW-NOAA CORPS OFF ONLY
		11-18- ACTUAL TERMINAL LEAVE PAYMENTS FTP EMP
		11-30- FT TEMP APPT (EXCEPT WAGE MARINE)
		11-31- FT TEMP APPT (FOR WAGE MARINE)
		11-32- PART-TIME WITH PERMANENT APPOINTMENT
		11-33- PT TEMP APPT (EXCEPT WAGE MARINE)
		11-34- CREDIT OR COMP EARNED-STUDENT (SCEP)
		11-35- INTERMITTENT EMPLOYMENT (OTHER)
		11-39- OTHER EMPLOYEES-NOT FTP
		11-50- AVAILABILITY PAY ENFORCEMENT AGENTS
		11-52- PERSONNEL COMP NIGHT DIFFERENTIAL
		11-53- DOMESTIC POST DIFF,PENALTY,SPEC PAY-WM
		11-54- PERS COMP FOREIGN DIFFERENTIAL
		11-55- MONTHLY LEAVE SUPPLEMENTS-WAGE MARINE
		11-56- PERSONNEL COMPENSATION ON SUNDAY DIFF
		11-57- PERSONNEL COMPENSATION HOLIDAY PAY
		11-58- HAZARD DUTY PAY-EXCLUDES NOAA CORP OFF
		11-60- PERS COMP LEAVE SURCHARGE-FTP
		11-61- PERS COMP LEAVE SURCHARGE-OTHER THAN FTP
		11-80- CREDIT HOURS EARNED
		11-82- COMPENSATORY LEAVE EARNED
		11-84- SPECIAL PERSONAL SERVICES PAYMENTS-OTHER
		11-85- AVIATION CAREER INCENTIVE-NOAA CORPS
		11-86- SPECIAL PAY-DIVING DUTY-NOAA CORPS
		11-87- SPECIAL PAY-SEA DUTY-NOAA CORPS
		11-95- REISSUANCE OF PAYROLL CHECKS
		11-98- LIMITED PAYABILITLY CREDITS
	1151 Overtime	11-51- OVERTIME (INCLUDES STANDBY PAY)
	1159 Awards	11-59- EMPLOYEE CASH AWARDS
2 Benefits	1210 Regular Benefits	12-10- PERS BENEFITS TO OTHER FUND EC SURCHARGE
	12xx/13xx Other Benefits	12-05- FEHB EMPLOYEE SHARE PAID BY BUREAU-ABCO
		12-09- SUBSISTENCE WHILE OCCUPYING TEMP QTRS
		12-11- RECRUITMENT AND RETENTION INCENTIVES
		12-12- UNIFORM ALLOWANCE-NOAA CORPS ONLY
		12-13- COST OF LIVING ALLOWANCES
		12-14- EXPENSES INCURRED WITH SALE OF RESIDENCE

**Obligation
Instruction Form
for Extended
CBS Downtimes**

Major Object Class Categories	Object Class Categories	Object Class & Description
		12-15- PERS BEN TO OTHER FUND ACCIDENT COMP
		12-16- MISCELLANEOUS RELOCATION EXPENSES
		12-17- PERS BEN WM COMMUTED SUBSISTENCE
		12-18- PERSONNEL BENEFITS - OTHER
		12-19- TRANSPORTATION SUBSIDY
		12-30- FICA - NON FERS
		12-31- EMPLOYER'S CONTRIBUTION TO CSRS
		12-32- EMPLOYER'S CONTRIBUTION TO FEHBA
		12-33- EMPLOYER'S CONTRIBUTION TO FEGLI
		12-34- EMPLOYER'S CONTRIBUTION - MEDICARE
		12-35- RELOCATION INCOME TAX ALLOWANCE
		12-36- REGULAR EMPLOYER RETIREMENT CONTR - FERS
		12-37- REGULAR EMPLOYER FICA CONTRIBUTIONS-FERS
		12-38- THRIFT SAVING PLAN BASIC EMPLOYERS CONTR
		12-39- TSP MATCHING EMPLOYER'S CONTRIBUTION
		12-45- ROYALTIES PAID TO CURRENT EMPLOYEES
		12-50- FLEXIBLE SPENDING ACCOUNT ADMIN FEES
		12-51- VSIP CSRS CONTRIBUTION
		12-52- VSIP AGENCY CONTRIBUTION
		12-95- RELOCATION SERVICES PROGRAM
		13-10- BENEFITS FOR RETIRED NOAA CORPS OFFICERS
		13-20- SEVERANCE PAY
		13-21- VOLUNTARY SEPARATION INCENTIVE PAYMENT
		13-30- UNEMPLOYMENT COMPENSATION FOR FORMER EMP
		13-45- OTHER-INCLUDES ROYALTIES TO FORMER EMP
		13-99- DEFAULT OC-NFC PAY DATA FAIL SYS EDIT
3 Other Objects	21xx Travel	21-22- RENTAL/CHARTER OF AIRPLANES/HELICOPTERS
		21-23- RENTAL-PASSENGER CARRYING VEHICLES-GSA
		21-40- EXPENSES-DOMESTIC TRAVEL-PD TO TRAVELER
		21-41- COMMERCIAL CAR RENTAL - DOMESTIC TRAVEL
		21-42- MILEAGE ALLOWANCE FOR USE OF PRIVATE CAR
		21-43- EXPENSES-DOMESTIC TRAVEL-PD TO VENDOR
		21-44- OTHER EXPENSES ASSOCIATED WITH DOMESTIC
		21-46- EXPENSES-FOREIGN TRAVEL-PD TO TRAVELER
		21-47- COMMERCIAL CAR RENTAL/POV MILEAGE EXPENS
		21-48- EXPENSES-FOREIGN TRAVEL-PD TO VENDOR
	22 Transportation	21-50- GIFTS & BEQUESTS - TRAVEL REIMBURSEMENTS
		22-11- TRANSPORTATION OF HOUSEHOLD GOODS - PCS
		22-12- MAIL TRANSPORTATION OTHER THAN US POSTAL
		22-13- TRANSPORTATION OF THINGS - ALL OTHER
	23xx Communication	22-14- GSA TRUCKS
		23-18- WAIVED REIMBURSABLE RENT SURCHARGE
		23-30- PMT FOR POSTAGE TO USPS AND FOREIGN GOVT
		23-31- UTILITY SERVICES
		23-32- CHARTER AIRPLANES AND HELICOPTERS
		23-33- CHARTER OF VESSELS
		23-34- RENTAL OF EQUIP (EXCL ADP AND TELECOMM)
		23-35- ADP AND TELECOMMUNICATIONS EQUIP LEASED
		23-36- TELECOMMUNICATIONS (UTILITY)DATA/NETWORK
		23-37- TELECOMMUNICATIONS (UTILITY FTS) SERVICE
	2319/2320 Rent & Utilities	23-38- TELECOMMUNICATIONS (UTIL) LOCAL SERVICES
		23-39- TELECOMMUNICATIONS (UTILITY) TOLL CHARGE
	24xx Printing, Reproduction	23-19- RENTAL PAYMENTS TO GSA
		23-20- RENTAL PAYMENTS TO OTHERS
		24-11- PUBLICATIONS
		24-14- FORMS FOR INTERNAL USE

**Obligation
Instruction Form
for Extended
CBS Downtimes**

Major Object Class Categories	Object Class Categories	Object Class & Description
		24-15- OTHER PRINTING NOT OTHERWISE IDENTIFIED
	2510/2526/2533 Training	25-10- INFORMATION TECHNOLOGY/ADP TRAINING
		25-26- OTHER TRAINING - UNIV OR NON-FED SOURCE
		25-33- TRAINING BY OPM & FED AGENCIES (NON-ADP)
	25xx Contracts	25-01- ERL DATA PROCESSING SERVICES
		25-02- ERL PUBLICATIONS EDITING SERVICES
		25-03- ERL SHOP & EQUIPMENT SERVICES
		25-05- ERL FORECAST SYSTEMS LABORATORY SERVICES
		25-06- ERL PACIFIC MARINE ENVIRONMENTAL LAB
		25-08- ERL ENVIRONMENTAL TECHNOLOGY LAB SVCS
		25-09- CONTRACT PAYMENT RETAINMENT 25XX OBJECT
		25-11- MGMT & SUPPORT SRVS OTHER THAN 2510
		25-12- STUDIES, ANALYSES AND EVALUATIONS
		25-13- ENGINEERING AND TECHNICAL SERVICES
		25-20- REPAIRS TO AIRCRAFT
		25-21- REPAIRS TO VESSELS
		25-22- MAINTENANCE EQUIPMENT(EXCL 25-23-00-00)
		25-23- ADP AND TELECOMM CONTRACTUAL SERVICES
		25-24- A-76 CONTRACTS FOR COMMERCIAL TYPE ACTS
		25-25- NOAA WEATHER RADIO OPER AND/OR MAIN CONT
		25-27- MISC CONTRACTUAL SERVICES-NOT CLASSIFIED
		25-28- STORAGE OF HOUSEHOLD GOODS
		25-29- AIRCRAFT SERVICES SUPPORT
		25-31- GSA ALTERATIONS AND REPAIRS
		25-32- DEPARTMENTAL WORKING CAPITAL FUND (WCF)
		25-34- ADP & TELECOM SERV (OTHER FED AGENCIES)
		25-35- ALL OTHER SERVICES OF FEDERAL AGENCIES
		25-36- FUND TRANSFERS BETWEEN FMCS FOR SERVICES
		25-41- OPER OF GOVT OWNED CONTR OPERATED FACIL.
		25-51- RESEARCH AND DEVELOPMENT (NON-FEDERAL)
		25-52- RESEARCH AND DEVELOPMENT (FEDERAL)
		25-81- BANK SERVICE CHARGES
		25-90- REPRESENTATION EXP (OVERSEAS-BIS ONLY)
		25-95- RECOV CONTR SERV DUE TO AUDIT FINDINGS
	26xx Supplies	26-08- CONTRACT PAYMENT RETAINMENT 26XX OBJECT
		26-09- UNDISTRIBUTED BANK CARD COSTS
		26-10- PURCHASES - GSA CUSTOMER SUPPLY CENTER
		26-12- PURCH -METEOROLOGICAL UPPER AIR SUPPLIES
		26-13- PURCHASES-MAINTENANCE OF VESSELS
		26-14- PURCHASES - GASES
		26-15- PURCHASES - SHIP'S MESS SUPPLIES
		26-16- PURCHASES-MAINTENANCE OF AIRCRAFT
		26-17- PURCHASES - FUEL
		26-18- PURCHASES OF ADP SUPPLIES
		26-19- PURCHASES - ALL OTHER
		26-20- NO LONGER VALID--DO NOT USE
		26-21- ISSUES - CHART PAPER
		26-22- ISSUES-METEOROLOGICAL UPPER AIR SUPPLIES
		26-23- ISSUES OF PHOTOGRAPHIC SUPPLIES
		26-24- PURCHASES OF LABORATORY CHEMICALS
		26-25- OFFICE FURNITURE
		26-28- ADMINISTRATIVE SUPPLIES
		26-29- ISSUES - ALL OTHER
		26-39- INVENTORY ADJUSTMENTS
		26-95- WAREHOUSE OPERATIONS SURCHARGE

**Obligation
Instruction Form
for Extended
CBS Downtimes**

Major Object Class Categories	Object Class Categories	Object Class & Description
	31xx Equipment	31-09- CONTRACT PAYMENT RETAINMENT 31-XX-XX-XX
		31-10- INVENTORY-NATIONAL LOGISTICS SUPPORT CTR
		31-11- SATELLITES - CAPITALIZED
		31-12- CAPITALIZED ADP EQUIPMENT
		31-13- AIRCRAFT-CAPITALIZED
		31-14- SHIPS & SMALL CRAFT - CAPITALIZED
		31-15- MOTOR VEHICLES-CAPITALIZED
		31-16- TELECOM EQUIPMENT - CAPITALIZED
		31-17- OTHER CAPITALIZED PROPERTY
		31-18- CAPITALIZED TRADE IN ALLOWANCES
		31-19- ADP AND TELECOM SOFTWARE-CAPITALIZED
		31-20- NON-CAPITALIZED EQUIPMENT
		31-21- EQUIPMENT PURCHASED FOR INVENTORY
		31-22- EQUIPMENT ISSUED FROM INVENTORY
		31-23- NON-CAPITALIZED ADP & TELECOM EQUIP
		31-24- ADP & TELECOMMUNICATIONS SOFTWARE
		31-25- SENSITIVE ITEMS
		31-26- SCIENTIFIC AND TECHNICAL EQUIPMENT
		31-27- NON-CAPITALIZED TRADE IN ALLOWANCE
		31-28- OFFICE EQUIPMENT
		31-30- CAPITAL LEASES (EXCL ADP AND TELECOM EQ)
		31-31- LEASE-TO-PURCHASE ADP EQUIPMENT
		31-32- LEASE-TO-PURCHASE TELECOM EQUIPMENT
		31-50- PROP PURCHASED FOR ANOTHER ENTITY-REIMB
		31-51- ADP EQUIP PURCH FOR ANOTHER ENTITY-REIMB
		31-52- TELECOM EQUIP PURCH FOR ANOTHER ENT-REIM
	41xx Grants	41-11- RESEARCH GRANTS
		41-12- SEA GRANTS
		41-13- COASTAL ZONE GRANTS
		41-14- PL 99-659 (TITLE III) GRANTS
		41-15- PL 89-304 GRANTS
		41-16- PL 94-265 GRANTS
		41-19- OTHER GRANTS
		41-20- TAXES AND FEES
		41-30- SUBSIDIES-PAYMENTS TO FINANCING ACCOUNTS
		41-40- PAYMENTS FOR COOPERATIVE AGREEMENTS
	Other Object Classes	01-00- NOT APPLICABLE
		01-01- REL-TEK REQUIRED OBJECT CLASS
		01-53- INT/PENALTIES/ADMIN ON CUST INVOICES
		01-99- GEN FUND RECT ACCT - INACTIVE FEB 2004
		02-01- APPROP OR SUPP FUNDING - DEFINITE
		02-02- TREASURY WARRENT OR TRANSFERS IN
		02-03- ANTICIPATED REIMBURSEMENT - REIMB FUND
		02-04- ANTICIPATED RECOVERIES - PY OBLIG
		02-05- BUDGETARY AUTHORITY APPORTIONED BY OMB
		02-06- CY WITHHELD BY OMB PENDING RECISSION
		02-07- UNAVAILABLE PURSUANT TO PUBLIC LAW
		02-08- RECORD ALLOTMENT - NO SUBALLOTMENTS
		02-09- CY RECISSION PAID TO TREASURY
		02-10- RECORD ALLOTMENT - WITH SUBALLOTMENTS
		02-11- RECORD FUTURE DATED COMMITMENT
		02-12- FUTURE DATED OBLIG-PRIOR FUTURE COMMIT
		02-13- INTERNAL FUND - BUDGETARY RESOURCES
		03-01- REIMBURSABLE AGREEMENT BILLING
		03-02- REIMB COSTS - WIP (FIN OFF HQ USE ONLY)
		03-03- REIMB ADV -WIP (FIN OFF HQ USE ONLY)
		03-50- PRINCIPAL(NON DCA, NON LOANS)

**Obligation
Instruction Form
for Extended
CBS Downtimes**

Major Object Class Categories	Object Class Categories	Object Class & Description
		03-51- FINANCING INTEREST
		03-52- DCA CHARGES MANUALLY ASSESSED
		03-53- UNBILLED COLLECTIONS
		03-60- WRITEOFF - (USE IN SETUP ONLY)
		03-77- FY 2004 MANUAL BILLING - AOD USE ONLY
		03-90- TRANSFER PROCEEDS SALE PERSONAL PROPERTY
		03-99- RADG001 ONLY FOR THE PREBILL/OVERBILL
		04-04- PCS WITHHOLDING TAX
		04-05- ACCELERATED PAY PURCH CARD TRANSACTIONS
		04-35- CHARGEBACKS
		06-01- INVESTMENT PRINCIPAL (FACE/PAR)
		06-02- INVESTMENT DISCOUNT
		06-03- INVESTMENT DISCOUNT ADJUSTMENT
		06-04- INVESTMENT PREMIUM
		06-05- INVESTMENT ACCRUED INTEREST
		06-06- INVESTMENT EARNED INTEREST
		06-07- INVESTMENT RECORD INVESTMENT INCOME
		14-05- IMPRESS FUND EMERGENCY SALARY ADVANCES
		14-13- TRAVEL ADVANCE
		14-52- CONVERTED SALARY ADVANCE
		14-54- OTHER ADVANCE
		14-55- IMPREST FUND ADVANCE
		32-09- CONTRACT PAYMENT RETAINMENT 32-XX-XX-XX
		32-10- LAND
		32-20- BUILDINGS AND STRUCTURES
		32-21- LEASEHOLD IMPROVEMENTS
		32-30- CAPITAL LEASE BLDGS/STRCTRS-DEPRECIABLE
		32-31- CAPITAL LEASE OF LAND
		33-10- LOANS
		42-10- RELIEF FOR IMPREST FUND SHORTAGES
		42-11- CLAIMS AND INDEMNITIES
		42-12- OTHER COSTS
		42-20- OTHER CLAIMS INDEMNITIES EXCLUDING FISH
		42-41- COSTS FOR LOSS/DAMAGE TO EQUIP & SHIPS
		42-42- TIME LOST DUE TO OIL AND GAS ACTIVITIES
		42-43- COSTS EXTRA FUEL USED,OWNER INVESTIGATOR
		43-00- INTEREST AND DIVIDENDS
		43-01- PENALTY PAYMENTS FOR PROMPT PAYMENT ACT
		43-02- DISCOUNTS LOST BECAUSE OF LATE PAYMENTS
		43-10- PROMPT PAYMENT ACT PENALTY PAYMENTS (PAI
		43-11- ADDITIONAL PROMPT PAYMENTS ACT PENALTIES
		43-20- DISCOUNT TAKEN - REL-TEK REQUIRED
		51-11- SATELLITES
		51-12- ADP EQUIPMENT
		51-13- AIRCRAFT
		51-14- SHIPS & SMALL CRAFT
		51-15- MOTOR VEHICLES
		51-16- TELECOMMUNICATIONS EQUIPMENT
		51-17- OTHER
		51-19- ADP & TELECOMMUNICATIONS SOFTWARE
		81-11- SATELLITES
		81-12- ADP EQUIPMENT
		81-13- AIRCRAFT
		81-14- SHIPS & SMALL CRAFT
		81-15- MOTOR VEHICLES
		81-16- TELECOMMUNICATIONS EQUIPMENT

Obligation
Instruction Form
for Extended
CBS Downtimes

Major Object Class Categories	Object Class Categories	Object Class & Description
		81-17- OTHER
		81-19- ADP & TELECOMMUNICATIONS SOFTWARE
		95-00- COLLECTION-QTR/SBSTN FURNISHED EMPLOYEES
4 Surcharges	77xx Surcharges	77-48- DISTRIBUTION OF BMF
		77-87- NOAA OVERHEAD
		77-88- LINE OFFICE OVERHEAD
		77-89- OFFICE (FMC) OVERHEAD